

Sierra Vista SDA Church

Key Request/Key Holder Agreement Form

Department Leader – *Please Complete Request:*

Today's Date: _____ Key(s) Requested: _____

Reason for Request: _____

Department Leader *Printed* Name: _____

Signature: _____ Date: _____

Key Holder Agreement: I agree to the following terms and conditions as a key holder:

- I will assume responsibility for the safekeeping of the key(s) and agree that key(s) will remain under my control.
- Key(s) will not be loaned, duplicated, or kept beyond the time needed.
- I will notify the Key Custodian when key(s) are lost or stolen.
- Key(s) will be returned to the Key Custodian, when access is no longer needed.
- I will follow the established church policy for keys.
- I will access the church building(s) for church related business only.
- Upon exiting the church building(s), I will assume responsibility for ensuring:
 - Building lights & HVAC system are off.
 - No unauthorized persons are present.
 - All windows and door(s) are locked before leaving. Double checking door(s) after closing, confirming they are secured.

I understand that failure to comply with the terms of this agreement and the church keys policy, may result in revocation of key privileges and church building(s) access. Sierra Vista SDA Church reserves the right to request the return of any key(s) at any time.

Key Holder *Printed* Name: _____

Signature: _____ Date: _____

Telephone #: _____ Email Address: _____

For Office Use Only

Key Custodian *Printed* Name: _____

Signature: _____ Date: _____

Key(s) Issued: _____

Date Completed Child Protection Training & Background Check: _____

Date Issued/Entered in *Key Minder*: _____

Key(s) Returned/Revoked: _____

Date Returned/Revoked: _____